

RFMS STEERING TEAM MEETING MINUTES	
Meeting Type: <u>Weekly</u>	Meeting Date: <u>3 Dec 03</u>
Meeting Time: <u>1000-1145</u>	Meeting Place: <u>Kaizen No Yochi</u>
Present: RE, XO, DRE, RPAO, BM, C130Q (Recorder/ Facilitators)	
Decision made, Actions planned, Tasks to be done	Person Responsible
C130 will distribute list of Goal, Objective and Strategies to the Steering Team Members.	Mr. Hashimoto

1. MLC PRE Briefing:

Mr. Harvell from CNFJ, FLO office provided briefing on the new CNFJ instruction regarding MLC PRE (post retirement). PWC will continue to use current instruction with 100 % compliance.

2. MLC EEO Training:

Mr. Sakuma, C130 provided status of EEO training. US EEO does not cover JNE. HRO has not had EEO training program for JNE for several years. However, Mr. Manese's team is developing training package that includes:

- Hostile workplace environment
- Types of sexual harassment
- MLC grievance procedure
- (Computer Security-Negotiating with them to include)

3. You Make a Difference Award:

Progressing. Currently waiting for the cost estimate from Code 800. Working if we can put two logos on the gift jacket. It may exceed \$50 threshold. Planning to place the order before December 15th in order to receive stock by January.

4. Update Calendar and Review 90-Day Task List:

Schedule of team members were added/ changed as follow:

8- 13 Dec	DRE TAD to D.C.
13-25 Dec	RPAO on Leave
12-16 Jan	Co on TAD to Port Hueneme for CSG (Postponed)
13-15 Jan	DRE TAD to D.C. for MILCON conference
2-3 Feb	CNFJ Commander's Conference
4-6 Feb	CO and DOICC TAD to Korea
24- 26 Feb	Senior Engineers' Conference at New Sanno

5. 90 Day Task List:

Recruitment of GS-13, Construction Director, OICC- Cert Received.

SBP Glossy: Waiting for CAPT's Foreword. In progress

Safety Brief: Currently, it is in XO's box. In progress

Finalized Tactics: Team members requested C130 to provide them w/ working copy of SBP Goals, Objectives and Strategies.

6. Review Last Meeting Minutes:

Team members reviewed the minutes and no minor change was made.

Items of general interest.

DRE: CDR Campbell has sent out email on transition to CNI and change of SRM to OB program. Getting execution reports straighten out. Request LCDR Gersh to put Front Gate Construction Project on his list.

DOICC: Contract Specialist PD position is currently under review of MMO

RPAO: Passed. Kudos from CO on excellent SRM point paper.

BM: Preparing a brief for RADM Ruehe. Updating Stakeholder Report with Regional view with C130. SRF collocation. Although milestones say 20 Dec, it will be pushed back. Still working on SRF collocation ISSA. Mr. Witherspoon accepted C150 comptroller position; he will be on board January 26th.

XO: IG was postponed to 14 and 16 July 2004.

RE: CSG conference call was held. FY04 NOR adjustment was discussed and decided. It was decided that all PWC would share the burden.